

## **DEPARTMENT OF NATURAL RESOURCES**

### **POSITION DESCRIPTION**

**Working Title:** Environmental & Natural Resources (ENR) Grants Section Chief  
**Classification:** Natural Resources Program Manager  
**Location:** Bureau of Community Financial Assistance (CFA),  
Division of External Services (EX)

#### **I. Purpose of the Position:**

This position serves as the Section Chief for environment and natural resources grant programs administered by the CFA Bureau. This position directly supervises staff in the ENR Grants Section and staff located in the DNR's Milwaukee and Fitchburg field offices. The position is also responsible for the development and implementation of policies, procedures, work plans and priorities related to the planning, administration, evaluation, and compliance features of all grant programs in the ENR Section. The ENR Grants Section include the following grant programs: Aquatic Invasive Species; Municipal Dams; Dam Removal; Dry Cleaning Environmental Response Fund; Forest Fire Protection; Lake Management Planning; Lake Protection and Classification; Municipal Flood Control; Recycling Grants to Responsible Units; Recycling Consolidation; River Protection Planning; River Protection Management; Targeted Runoff Management; Notice of Discharge; Urban Nonpoint Source and Storm Water; Urban Wildlife Damage/Abatement Control; Well Abandonment/ Compensation Payments; and WI Forestry Landowner Grant Program. This position coordinates administration of ENR Section grants with other DNR Bureaus; represents the Department, CFA Bureau, or EX Division on workgroups or teams, as needed. This position is also responsible for overseeing the design, development, maintenance, and evolution of the grants database [currently Community Assistance Oracle System (CAOS)], the interaction with the STAR (PeopleSoft) system and with other DNR databases, and the development of new agency on-line grant administration system, as needed.

#### **II. Geographic Scope and Travel Requirements:**

This position is based in the DNR Central Office in Madison. Occasional statewide travel and rare national travel is required. This position will be required to work one day each per pay period from the DNR's Milwaukee and Fitchburg field offices.

#### **III. Scope of Authority:**

This position reports to the Director, Bureau of Community Financial Assistance, who provides general supervision and administrative program direction. This position acts as the bureau director, when assigned.

#### **IV. Responsibilities and Accountabilities:**

##### **35% -- Goal A. Administer ENR Grants Programs within the CFA Bureau.**

- A.1. Reconciliation and expenditure of grant appropriations;
- A.2. Availability of grant application and other outreach materials; updates to grant web pages;
- A.3. Creation of or revisions to statutes and related Wisconsin administrative codes;
- A.4. Preparation of biennial budget issue papers; bill analysis and fiscal estimates for bills introduced at the Legislature related to grant programs;
- A.5. Development of reports for a variety of audiences including but not limited to the Governor, Legislature, and general public;
- A.6. Grant program public outreach campaigns;

- A.7. Grant program evaluation and compliance programs;
- A.8. Functioning of grants database (CAOS).

**35% -- Goal B. Coordinate implementation of Bureau grant programs with other DNR bureaus.**

- B.1. Coordinates Section activities with other Divisions, Bureau of Legal Services, other EX bureaus (Watershed Management, Environmental Analysis (EA), and Customer and Outreach Service), and regional EA supervisors
- B.2. Provides programmatic direction to regional grant project managers
- B.3. Serves as consultant to other Department programs that administer grant programs
- B.4. Assists other Department bureaus in securing funds and developing partnerships with other funding agencies, foundations, etc.

**20% -- Goal C. Manage ENR Grants Section Personnel.**

- C.1. Supervise 6 grant program managers, 2 grant project managers, 1 data file manager, and occasional limited-term employees and interns.
- C.2. Approve time and expenditure reports.
- C.3. Fill Section vacancies, as funds allow.
- C.4. Conduct probationary and annual performance reviews.
- C.5. Handle all progressive discipline cases.
- C.6. Establish staff workplan priorities.
- C.7. Conduct periodic Section meetings.
- C.8. Oversees staff training, development, and equipment needs.
- C.9. Manage the Section's internal operating budget.

**5% -- Goal D. Organizational Responsiveness**

- D1. Maintain knowledge of DNR Core Values and adhere to them in the course of daily business.
- D2. Review and keep abreast of changes in knowledge and practices of position-related activities in responsibilities.
- D3. Participate in job-related training and organizational meetings as assigned by supervisor.
- D4. Prepare forms and reports as necessary for personnel and budget accounting purposes in a timely manner.
- D5. Perform other position-related duties as assigned.
- D6. Follow all general and position-related safety requirements

**1% -- Assist in the implementation of the Department's Affirmative Action/Equal Opportunity program.**

**4% -- Other duties as assigned.**

## **V. Competencies: Skills, Abilities and Knowledges**

### **Upon Appointment:**

- Knowledge of principles and practices of program management, including grants administration, personnel management and supervision, conflict resolution, team building, and program evaluation.
- Knowledge in specialized policy areas including one or more of the following: natural resource policy, environmental policy, or grants management.
- Knowledge of the processes used to develop statutes and administrative codes.
- Skill in written and oral communications, particularly in the preparation of reports distributed to other agencies, the legislature, and the public.
- Knowledge of principles and techniques of communication: oral, written, and formal presentations.
- Ability to provide leadership and coordinate group or team activities, engage in problem solving, negotiate and work effectively with diverse groups and organizations with varying agendas.
- Knowledge of Windows 10 and Microsoft Office Suite applications (Word, Excel, PowerPoint, and Outlook), Adobe Professional, Skype, and internet search engines.
- Ability to work with a wide range of people representing many agencies and units of government.
- Ability to manage multiple, competing priorities.

### **Full Performance:**

- Knowledge of the Wisconsin legislative process and Wisconsin budgeting.
- Ability to plan, organize, and coordinate the work of grant program managers, grant project managers, database managers limited-term employees, and interns.
- Ability to plan work programs and projects and to integrate assigned activities into a departmental program.
- Knowledge of Wisconsin statutes and related Federal codes, Wisconsin administrative codes, DNR Manual Code, grant policy and procedures manuals, and standards and specifications relating to all programs in the ENR Grants Section
- Knowledge of the capabilities of the CF grants database (Community Assistance Oracle System), STAR (PeopleSoft) System, and other DNR program databases.

## **VI. Physical Requirements and Environmental Factors**

Strength requirements for the position are on a continuum:

- Sedentary work (exerting up to 10 pounds of force occasionally and/or negligible amount of force) for 100% of the time.
- Physically the position has no physical requirements, however, sitting will be required over 75% of the time.
- Environmentally the position will spend approximately 75% of the time indoors.

## **VII. Equipment used in performing this position**

Office equipment

## **VIII. Telework Evaluation:**

This position must be present in the Central Office on a routine basis to be effective. Telework is available on an occasional basis.

**Addendum:**

**DEPARTMENT-WIDE PERFORMANCE OBJECTIVES:** All employees are expected to be solid performers or to excel in the following areas as a representative of the Department of Natural Resources:

**Decision Making:** Able to analyze situations fully and accurately to reach productive decisions. Consults appropriate parties when necessary and identifies the key concerns and/or issues that need to be addressed to make the best decision possible, at the correct level of decision hierarchy. The desired outcomes for this competency include excellence and credibility in decision making.

**Service Excellence:** Makes customer service a top priority and constantly seeks to improve customer service. Is responsive to changes in what customers want and need. Delivers on promises made to customers and follows up appropriately. The desired outcome for this competency is a strong connection to our customers.

**Effective Communications:** Able to express ideas in a clear, concise and effective manner, whether speaking or in writing. Uses correct grammar and sentence structure in communications. Is a good listener, even when differing viewpoints are being expressed. Openly shares information and keeps all relevant parties updated. The desired outcome for this competency is strategic unity built on trust.

**Interpersonal Relationships:** Builds and maintains effective working relationships with others both internally and outside the organization; takes a positive and productive approach to resolving any conflicts which may arise. Exemplifies the commitment to the DNR's core value of respect; to work with people, to understand each other's views and to carry out the public will, maintain integrity, and treat everyone with fairness, compassion and dignity. The desired outcome of this competency is a shared mind set and pool of meaning.

**Leadership:** Fosters and encourages support from his/her team to accomplish objectives, follow procedures, and accepts suggestions; inspires confidence and respect; motivates people to achieve agency goals and objectives; promotes respect, honesty, integrity, and fairness to all. Enforces standards/rules fairly and consistently and leads with courage. The desired outcomes for this competency are accountability through ownership of the work, staff alignment with agency direction, and full engagement of all employees.

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